

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½, ^, #, /, &, and % will cause problems.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.
- ◆ If you are sending the matrix to the Court for upload into the system, we require it to be saved on a diskette or cd and the filename should be the Debtor's last name or the business name.

To Save the Creditor Matrix File with a .txt Extension

- STEP 1** After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. (See Figure 1.)



Figure 1

- STEP 2** Click **Save As** in the drop down list. (See Figure 2.)

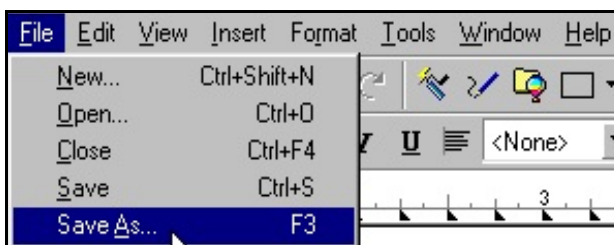


Figure 2

If in Microsoft Word, Skip to Step 4.

If in WordPerfect:

- STEP 3** Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

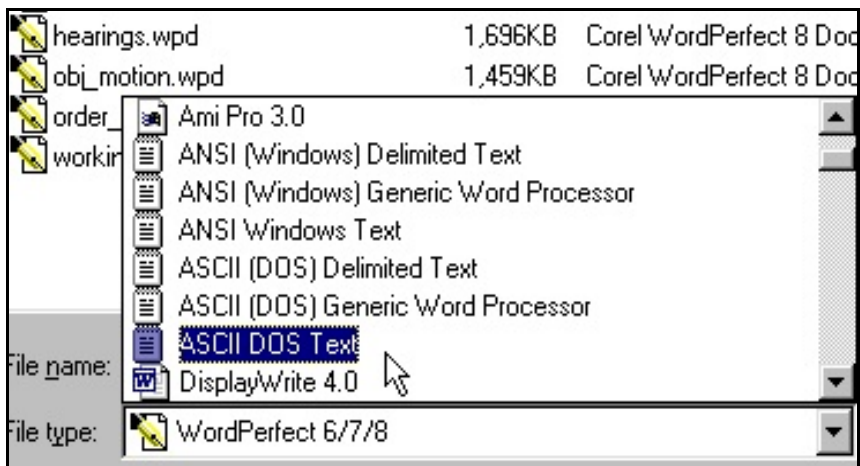


Figure 3

- ◆ Select the file type **ASCII DOS Text**.

STEP 4 **If in Microsoft Word:**

- ◆ Click on the drop down box arrow in the **Save As Type** box.
(See Figure 4.)



Figure 4

- ◆ Select the file type of **Text Files(*.txt)** or **Text Only(*.txt)** or **Plain Text(*.txt)**.

STEP 5 Enter the file name (file name should be the Debtor's last name or if a business, the business name) in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.